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Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SEGRETARY OF THE SENATE
PUBLIC RECGROS

2019 JUN 17 PM 5: 04

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached: ☑ The <u>original</u> Employee Pre-Travel Authorization (Form RE-1), <u>AND</u> A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invited list, etc.) Private Sponsor(s) (list all): Cooperative for Assistance & Relief Everywhere, Inc. (CARE) Travel date(s): May 26-June 1, 2019 Name of accompanying family member (if any): ____ Relationship to Traveler:

Spouse ☐ Child IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.) Expenses for Employee: **Lodging Expenses** Other Expenses Transportation Meal Expenses Expenses (Amount & Description) \$2,512.20 for International airtare 2 nights in Maputo - \$384 (\$192/night) 2 days in Maputo at \$139 Interpreters - \$100.40 ☐ Good Faith total Security - \$800.00 1 night in liha de Mozambique - \$95,24 \$1,031.81 pp for chartered flight Estimate Insurance - \$77 3 days outside of Maputo at 1 night in Nampula - \$95.24 Vehicles \$632 pp Visa - \$220.00 **\$114** total ☑ Actual Amount TOTAL \$4,175,72 TOTAL: \$574.48 TOTAL: \$1,197.00 TOTAL: \$238.63 Expenses for Accompanying Spouse or Dependent Child (if applicable): Transportation **Lodging Expenses** Meal Expenses Other Expenses Expenses (Amount & Description) ☐ Good Faith **Estimate** ☐ Actual Amount Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please refer to Addendums A and B. Colleene Thomas (Printed name of traveler) TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER: I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Raft 35. 6/17/19 Signature of Supervising Senator/Officer) (Revised 1/3/11) Form RE-2

Addendum A

AGENDA: CARE Learning Tour to Mozambique, May 26 - June 1, 2019

Sunday, May 26	Travel Day
11:00am	Depart U.S. for Maputo, Mozambique (Ethiopian Airlines #501)
Monday, May 27	Travel Day – Maputo, Mozambique
1:25pm	Delegation arrives in Maputo, Mozambique
2:15-2:45pm	Transfer to hotel
2:45-6:00pm	Check-in/unpacking/downtime
6:00-6:30pm	<u>Welcome briefing</u> to provide an overview of trip and introduce CARE staff and delegates to one another
6:30-8:00pm	Scene-Setter Dinner Briefing with INGO experts from CARE, FAO and the International Potato Center to gain social, political and historical context for agriculture research and development, food and nutrition security, and development in Mozambique
Overnight: Hotel Pol	ana – Maputo, Mozambique [*]
Tuesday, May 28	Maputo, Mozambique
· Breakfast on own	
9:00-9:30am	Transfer to site visit 1
9:30-10:45am	Site Visit 1: Tour International Potato Center research and development lab to learn about efforts to develop better quality, drought-resistant sweetpotato seed varieties
10:45-11:15am	Transfer to lunch
11:15-12:45pm	Lunch Briefing with U.S. Government, which will include a discussion from panelists from USAID and the U.S. State Department, who will discuss USG investments and priorities for food and nutrition security in Mozambique
12:45-1:45pm	Transfer to site visit 2
1:45-3:45pm	Site Visit 2: Visit Umbeluzzi Center and Farm Trials to follow the research from the International Potato Center to demonstration plots, to understand how research, innovations, and improved inputs reach smallholder farmers
3:45-5:00pm	Transfer to hotel
5:00-6:15pm	Downtime/shower time

6:15-6:30pm Transfer to reception

6:30-8:00pm Reception with U.S. Ambassador, local government and NGO leaders to hear from

a wide array of partners, implementers, and donors on the challenges and successes related to food and nutrition security and agriculture research and

development in Mozambique

Overnight: Hotel Polana - Maputo, Mozambique

Wednesday, May 29

Nampula Province, Mozambique

Breal	kfast	on	own
	-		

8:00-9:00am Transfer to airport

9:00-11:30am Plane briefing on resiliency to climate shocks and change and their impact on

the agricultural sector and food security in Mozambique Note: Transfer to Nampula. Lunch on charter plane

11:30-1:00pm Transfer to site visit 1

1:00-2:30pm Site Visit 1: Mozambique Improved Seeds for Better Agriculture (SEMEAR) project

to visit a farmer field school and meet with women farmers who are testing the success and viability of different staple and cash crop varieties, including cow

peas and sesame seed varieties

2:30-3:00pm Transfer to site visit 2

3:00-4:30pm Site Visit 2: Viable Sweet Potato for Africa (VISTA) program to meet with women

smallholder farmers and participate in a cooking demonstration using local crops and staple foods to help address issues of chronic malnutrition in children and

households in northern Mozambique

4:30-6:00pm Transfer to Ilha de Mozambique

6:00-7:00pm Downtime/Check-in time

7:00-8:30pm <u>Debrief dinner</u> to debrief and reflect on the SEMEAR and VISTA projects seen

during the day. Discussion will involve what struck the delegation most at each site related to development challenges and success in Mozambique. The group will also hear from CARE technical experts on the impact of climate shocks to smallholder farmers, including Cyclones Kenneth and Idai, and receive an overview of CARE's response efforts in the Beira corridor to address the immediate needs of women, children and families, as well as address acute food insecurity

in cyclone-affected areas

Overnight: Feitoria – Ilha de Mozambique, Mozambique

Thursday, May 30	Nampula Province, Mozambiqu	
Breakfast on own		
9:00-10:30am	<u>Historical Boat Tour of Ilha Mozambique:</u> to understand the importance of of Ilha as the former capital of Mozambique and as a major trading post for the Nampula province for centuries.	
10:30-11:15am	Transfer to site visit 1	
11:15-12:30pm	Site Visit 1: Visit Village Savings & Loan Association to learn about the income generating activities helping to support community members, particularly women producers, with supplemental income and support for their small businesses	
12:30-1:30pm	Transfer to site visit 2 Lunch provided on vehicles	
1:30-4:00pm	Site Visit 2: Tour Banana Grants Facility supported by USDA investments to learn about research efforts and management techniques being developed and adopted to contain the spread of the Panama disease and introduce disease resilient plant varieties	
4:00-5:45pm	Transfer to hotel	
5:45-7:00pm	Downtime/shower time	
7:00-8:30pm	Closing Dinner to reflect on the trip and discuss the issues explored on the trip, including U.S. investments in food and nutrition security and agriculture research and development	

Overnight: Grand Plaza Hotel – Nampula, Mozambique

Friday,	May	31
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Nampula Province – Travel Day, Mozambique

Breakfast on own	
9:30-10:00am	Transfer to site visit 1
10:00-11:15am	Tour Cashew Factory to explore how stallholder farmers are being linked larger markets through the cashew production and processing industry, and tour the factory to understand how raw cashew materials are processed and prepared for international export, and hear about how the Feed the Future INOVA program is empowering smallholder farmers to increase the both the quality and the yield of their cashews
11:15-11:45am	Transfer to hotel
12:00-1:30pm ·	Lunch Roundtable with Aflotoxin researchers, farmers, and industry buyers to learn about the importance of connecting research, to producers, to other

	industry stakeholders to improve the agricultural supply chain a local and international markets	nd strengthen
1:30-3:00pm	Final packing time	
3:00-3:15pm	Transfer to airport	
4:40pm	Delegation departs for home (Kenya Airlines flight #3)	
Saturday, June 1	er en	Travel Day
1:04pm	Delegation lands in DC (AA #4445)	•

ADDENDUM B

There are some slight variances in the agenda as detailed below:

On May 28th, the meeting with the Ministry of Agriculture was unfortunately denied given the minister was out of the country on official travel during the scheduled trip dates.

On May 30th, the cultural activity on Ilha de Mozambique was changed to be a boat tour of the island giving operational hours of the museum.

On May 31st, the roundtable discussion with Aflotoxin researchers, farmers and industry buyers was switched to be a lunch and the tour of the cashew processing factory was moved to be a morning tour in order to better accommodate the cashew workers' work schedule and availability.

Note: The above minor adjustments to the schedule did not impact the hours or content of programming each day. Also note, individual staffer flight costs varied due to the time of purchase of each individual ticket and due to slight fare fluctuations from the airline at the time of purchase.

Addendum C:

Names and titles of ALL Senate invitees.

Invited Senate Congressional Staffers

- Algene Sajery, Senior Adviser, Foreign Policy and National Security, Sen. Ben Cardin
- Sarah Schenning, Legislative Director, Sen. Chris Van Hollen
- Jessica Elledge, Senior Advisor, Foreign Policy, Sen. Chris Murphy
- Corey Tellez, Legislative Director, Sen. Dick Durbin
- Sarah Seitz, Legislative Director, Sen. James Lankford
- Naz Durakoglu, Senior Policy Advisor, Sen. Jeanne Shaheen
- Judd Gardner, Policy Advisor, Sen. Jerry Moran
- Mackensie Burt, Legislative Director, Sen. John Boozman
- Dan Auger, Legislative Director, Sen. John Hoeven
- Meris Petek, Policy Advisor, Sen. Joni Ernst
- Lauren Reamy, Legislative Director, Sen. Marco Rubio
- Ansley Rhyne, Legislative Assistant, Sen. Marco Rubio
- Erica Chabot, Legislative Director, Sen. Patrick Leahy
- Ryan Pettit, Senior Adviser, Sen. Patty Murray
- Dan Burgess, Legislative Director, Sen. Roy.Blunt
- Darin Thacker, Legislative Director, Sen. Steve Daines
- Colleene Thomas, Senior Policy Adviser, Sen. Tammy Baldwin
- Katie Naessens, Professional Staff Member, Senate Agriculture Committee
- Joe Shultz, Staff Director, Senate Agriculture Committee
- Adam Yezerski, Professional Staff Member, Senate Appropriations Committee
- Chris Farrar, Legislative Assistant, Sen. John Boozman
- James Glueck, Staff Director, Senate Agriculture Committee
- Josh Klein, Senior Professional Staff Member, Senate Committee on Foreign Relations
- Anna Knight, Policy Analyst, Senate Committee on Foreign Relations

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TELEPHONE: (202) 224-2981 FACSIMILE: (202) 224-7418 TDD: (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS

May 23, 2019

Colleene P. Thomas
Office of Senator Tammy Baldwin
United States Senate
Washington, DC 20510

Dear Ms. Thomas:

This responds to your recent correspondence concerning an invitation you received to travel on a learning tour to Maputo and Nampula, Mozambique, on May 26-June 1, 2019, sponsored by the Cooperative for Assistance and Relief Everywhere, Inc. (CARE). CARE certified to the Select Committee on Ethics (the Committee) that it will pay the necessary expenses¹ related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. CARE has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at any point throughout your trip.²

Based on information and materials available to the Committee, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip may be accepted under relevant Senate Rules and the Committee's Regulations and Guidelines for Privately-Sponsored Travel, so long as at the time of the payment or reimbursement, CARE is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed Employée Pre-Travel Authorization and the Employee Post-Travel Disclosure of Travel Expenses (Form RE-1 and Form RE-2), along with a copy of the Private Sponsor Travel Certification Form, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) within 30 days of the conclusion of Privately-Sponsored Travel.

¹ The term "necessary expenses" has a specific definition. See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms at 8.

² The term "any point throughout your trip" has a specific definition. See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms at 2.

The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.³ However, CARE represented to the Committee that it is a § 501(c)(3) public charity, as opposed to a private foundation, pursuant to the Internal Revenue Code.⁴

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government). The Senate has defined minimal value as \$100 or less. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 11, 2019, setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a reporting individual,⁶ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

Deborah Sue Mayer

Chief Counsel and Staff Director

Enclosure: Travel Checklist

³ See 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as "public charities" and "private foundations."

⁴ 26 U.S.C. § 501(c)(3).

⁵ 5 U.S.C. § 7342.

⁶ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$127,914 for CY 2019) or is a political fund designee and is required to file Financial Disclosure Reports.

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EMPLOYEE PRE-TRAVEL AUTHORIZATION

<u>Pre-Travel Filing Instructions</u>: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form <u>must</u> be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC MAY14'19AM 9:28

Name of Traveler:	Colleene Thomas
Employing Office/Committee:	Senator Țammy Baldwin
Private Sponsor(s) (list all): Cooperative for Assista	ance & Relief Everywhere, Inc. (CARE)
Travel date(s): May 26-June 1, 2019	
Note: If you plan to extend the trip for any reas	on you <u>must</u> notify the Committee.
Destination(s): Maputo and Nampula, Mozambiq	ue
Explain how this trip is specifically connected to the tra	veler's official or representational duties:
agricultural development, trade, and research. She advises will allow for oversight of appropriations directed towards for	griculture and rural development, including foreign food aid and on policy development and appropriations across these areas. This trip treign agricultural development programs, an opportunity to assess and beneficial to Wisconsin's trade development programs, and insights into alture, water, and rural challenges.
Name of accompanying family member (if any):	ue complete and correct to the best of my knowledge:
/ /	
<u>5/13/7019</u> (Date)	Colleine Three (Signature of Employee)
Secretary for the Majority, Secretary for the Minority, and Ch Senator Tammy Baldwin	Colleene Thomas
(Print Senator's/Officer's Name)	eby authorize(Print Traveler's Name)
related expenses for travel to the event described above.	ment or reimbursement for necessary transportation, lodging, and I have determined that this travel is in connection with his or her not create the appearance that he or she is using public office for
	yee's spouse or child is appropriate to assist in the representation
of the Senate. (signify "yes" by checking box)	7 1/2
5/13/19	Jany Daldung
(Datq) (Revised 10/19/15)	(Signature of Supervising Senator/Officer) Form RE-1

EMPLOYEE PRE-TRAVEL AUTHORIZATION

<u>Pre-Travel Filing Instructions</u>: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form <u>must</u> be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC APR24'19pm 4:20

Name of Traveler:	Colleene Thomas
Employing Office/Committee:	. Senator Tammy Baldwin
Cooperative for Assistar	nce & Relief Everywhere, Inc. (CARE)
May 26-June 1, 2019 Travel date(s):	
Note: If you plan to extend the trip for any reason	n you <u>must</u> notify the Committee.
Mozambique Destination(s):	
Explain how this trip is specifically connected to the trave	eler's official or representational duties:
agricultural development, trade, and research. She advises of will allow for oversight of appropriations directed towards fore	iculture and rural development, including foreign food aid and on policy development and appropriations across these areas. This trip sign agricultural development programs, an opportunity to assess and eneficial to Wisconsin's trade development programs, and insights into ure, water, and rural challenges.
Name of accompanying family member (if any): Relationship to Employee: Spouse Child	
I certify that the information contained in this form is true	e, complete and correct to the best of my knowledge:
4/23/2019	Collins Thomas
(Date)	(Signature of Employee)
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICE Secretary for the Majority, Secretary for the Minority, and Char	ER (President of the Senate, Secretary of the Senate, Sergeant at Arms, plain):
Senator Tammy Baldwin	Colleene Thomas
(Print Senator's/Officer's Name)	y authorize
related expenses for travel to the event described above.	ent or reimbursement for necessary transportation, lodging, and I have determined that this travel is in connection with his or her of the create the appearance that he or she is using public office for
I have also determined that the attendance of the employe	e's spouse or child is appropriate to assist in the representation
of the Senate. (signify "yes" by checking hox)	> 4<
4/24/2019	Jany Waldin
(Date)	(Signature of Supervising Senator/Officer)
(Revised 10/19/15)	Form RE-1



March 15, 2019

CARE USA

1899 L St NW

Suite 500

Washington, DC 20036

USA

www.care.org

Colleene Thomas
Senior Policy Advisor
Senator Tammy Baldwin
709 Hart Senate Office Building
Washington, DC 20510

Dear Colleene,

We are approaching you with a special opportunity to join CARE's Learning Tour to Mozambique over the Memorial Day recess. This trip will examine the importance of U.S. investments in agricultural research and development that are helping to drive food and nutrition security and economic empowerment and inclusion for smallholder farmers. The trip will take place between May 26-June 1, 2019 and will include a bi-partisan delegation of senior Congressional staff, corporate sector partners, technical experts and media representatives.

Travel on a CARE Learning Tour will take you off the beaten path to spend genuine time in communities. CARE Learning Tours highly prioritize time in the field, visiting program sites that allow you to meet with some of the most vulnerable beneficiaries of foreign assistance and to understand the impact of innovative programming and research supported by U.S. investments. We have over a decade of experience implementing Congressional education trips, and CARE along with our partners have been working in many of the communities you will visit for decades, allowing us and other program implementers to bring delegations to uniquely remote communities. Through this experience, you will have a chance to understand both the successes as well as the challenges facing communities in Mozambique, often articulated directly by the program participants themselves, to present a comprehensive view of what interventions supported through U.S. investments can accomplish to support food and nutrition security in Mozambique, combat poverty and further global innovations in agriculture.

Mozambique has had one of the best records of sustained economic growth in Africa, averaging eight percent per year over the last decade. Mozambique's geographic location with a vast coastline situated between landlocked countries enables the country to play a role in regional food security and international markets and Mozambique is the currently the second-largest formal exporter of food in the southern Africa region. The agriculture sector serves as the backbone of the country's economy, accounting for 90 percent of the female labor force and 70 percent of the male working population in Mozambique. However, poverty and malnutrition rates remain staggeringly high, the country struggles with chronic food insecurity, and the life expectancy is alarmingly low at 58 years – one of the lowest in the world. The agricultural potential of Mozambique is strong with 36 million hectares of fertile land. Yet only about 10 percent of this land is presently used for productive purposes and is largely located in flood- and drought-prone areas. Furthermore, the country is highly vulnerable to the impacts of climate shocks and extreme weather events such as drought, floods, and cyclones.

Global investments are working to change this reality in Mozambique while also developing agricultural inputs and techniques that benefit agricultural production the world over. This Learning Tour will be a unique opportunity to explore these issues on the ground and return to Capitol Hill with a deep understanding of the important link between U.S. foreign assistance, agricultural research and development, and food and nutrition security outcomes southern Africa and beyond.

In order to allow sufficient time for planning, we would appreciate a response indicating your interest by March 29, 2019, I have asked Kamille Gardner in CARE's Washington, DC office to follow up. You can also reach her directly at 202-459-8572 or by email at kamille.gardner@care.org.

Thank you for your ongoing support and for considering this opportunity.

Sincerely,

David Ray //
VP of Advocacy
CARE USA



CARE USA 1899 L St NW Suite 500 Washington, DC 20036 USA www.care.org

April 15, 2019

United States Senate Select Committee on Ethics 220 Hart Senate Building Washington, DC 20510

RE: CARE Learning Tour to Mozambique (May 26-June 1, 2019)

To Whom It May Concern:

Over the past eight years, the CARE Learning Tours program has provided policymakers and influential opinion leaders the unique opportunity to see firsthand the impact of U.S. foreign assistance investments on health and development worldwide. CARE has engaged members of Congress and key staff from both political parties as well as influential opinion leaders on these Learning Tours.

On this CARE Learning Tour, we will be sponsoring a trip to Mozambique, which will include staffers from congressional offices in the Senate and House of Representatives. This trip has been funded with the assistance of a grant provided to CARE by the Bill & Melinda Gates Foundation with the purpose of raising awareness about the importance of U.S. investments in confronting global poverty. A portion of the activities funded by the grant include congressional travel, and CARE is using some of the grant funds to support this specific trip. The Foundation did not play a role in organizing the trip, and has not been involved in the selection or invitation of travel participants. This funding had not been earmarked for this specific trip as stated in Item 7 on the Private Sponsor Travel Certification Form.

We are committed to ensuring adherence to all Ethics Committee rules and regulations. For further information about CARE's advocacy and lobbying structure, please see the attached description. If you have any questions, please feel free to contact me at (202) 569-7027.

Sincerely,

Rachel Hali

Director, Learning Tours

Raad 2 Hhll

CARE

CARE and CARE Action Now Structure Explained

CARE, a 501(c)(3) organization, is a leading international humanitarian organization fighting global poverty that places special focus on working alongside poor women who, equipped with the proper resources, can assist whole families and entire communities escape poverty through improved basic education, prevent the spread of HIV, increase access to clean water and sanitation, and expand economic opportunities and the protection of natural resources. CARE also delivers emergency aid to survivors of war and natural disasters, and helps people rebuild their lives.

CARE established CARE Action Now in October, 2007 as a related but separately incorporated 501(c)(4) organization. Served by a mostly independent Board of Directors, CARE Action Now undertakes a variety of programs and activities in furtherance the organizations' comparable missions, most notably directly influencing policymakers through public awareness campaigns, briefings, reports, meetings, testimony and other areas based on CARE's experience of working with poor people around the world over more than 60 years. The two organizations share facilities and resources, allocating the costs between them based upon use, as is common in the nonprofit sector. CARE provides periodic funding to CARE Action Now using a written grant mechanism to support the range of its advocacy and lobbying activities. CARE Action Now is increasingly raising funds independent of CARE. This is a common structure for related nonprofit organizations, where a 501(c)(3) organization uses some of its limited funding on lobbying to support a related 501(c)(4) rather than doing the lobbying directly itself.

CARE serves as common paymaster for both organizations, so that all shared employees receive one paycheck from CARE for services provided to either CARE or CARE Action Now. CARE Action Now provides to CARE its allocable share of salary, benefits, and payroll taxes. All staff time that qualifies as "lobbying activity" under the Lobbying Disclosure Act that is conducted by staff registered as lobbyists for CARE Action Now is charged to CARE Action Now under this arrangement, although those employees may also perform non-lobbying services for CARE. CARE Action Now treats its reimbursement payments to CARE as expenditures for salary and related items on its books.

This relationship which is consistent with customary practice leads us to conclude that CARE has properly completed this form, including that it does not employ or retain lobbyists. However, we include this additional information in the interests of full transparency so that the committee may make this determination for itself.

BILL&MELINDA GATES foundation

1300 I (Eye) Street NW Suite 200 East Washington, DC 20005, USA

V +1.202.662.8130 F +1.202.220.6799

www.gatesfoundation.org

April 15, 2019

Senate Committee on Ethics 220 Hart Building, United States Senate Washington, DC 20510

This letter is submitted in response to your request regarding a learning trip beginning May 26, 2019. The Foundation made a grant to CARE USA on January 5, 2017 to fund various activities, including congressional tours to provide learning opportunities on U.S. foreign assistance programs.

I send this to confirm that the Bill & Melinda Gates Foundation is aware of this project and provided support, through the assistance of grant funding, to CARE USA for this project for the purpose of providing members of Congress, Congressional staff, other key decision-makers and influential individuals with the personal experience and knowledge of U.S. Government programs in the developing world and to provide follow-on information to tour participants, selecting countries that have a broad array of U.S. Government development projects.

However, the Foundation did not play a significant role in the project, or in organizing the related trip, and has not been involved in the selection or invitation of travel participants. Decisions regarding travel participants have been controlled by and under the sole discretion of CARE USA. Foundation funding has not been directly or indirectly earmarked to finance any aspect of this trip and, as defined in the grant agreement, grant funds, may not be earmarked for activities that are considered lobbying under the tax law provisions governing private foundations. Furthermore, the Bill & Melinda Gates Foundation does not retain or employ a registered federal lobbyist or foreign agent.

If we can provide any additional information, please contact me at kim.webber@gatesfoundation.org or 1.202.662.8195.

Sincerely,

Kim Webber Program Officer

Bill & Melinda Gates Foundation

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

(Cooperative for Assistance & Relief Everywhere, Inc. (CARE)
-	Description of the trip: In line with CARE's mission to tackle food and nutrition security, this trip was
(organized to show how U.S. investments support agricultural R&D and empower smallholder farmers.
- [Dates of travel: May 26-June 1, 2019
F	Place of travel: Maputo, Mozambique and Nampula, Mozambique
	Name and title of Senate invitees: See Addendum A
j	certify that the trip fits one of the following categories:
[(A) The sponsor(s) are not registered lobbyists or agents of a foreign principal <u>and</u> do not retain or employ registered lobbyists or agents of a foreign principal <u>and</u> no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
[(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
[I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
_	certify that: The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement.
1	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal
-	except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9.	USE ONLY IF YOU CHECKED QUESTION 6(B) I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:				
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member officer, or employee <i>on any segment</i> of the trip.				
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).				
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.				
10.	USE ONLY IF YOU CHECKED QUESTION 9(B) If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:				
	· · · · · · · · · · · · · · · · · · ·				
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.				
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:				
	CARE is host to the delegation and is responsible for logistics, content of the trip and post-trip follow up				
	and CARE is the sole sponsor of the trip.				
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:				
	CARE is a leading humanitarian organization focused on combating global poverty. In line with CARE's				
	mission to combat poverty by promoting food and nutrition security, this trip was organized to show how				
	US investments support agricultural research and development and empower smallholder farmers.				
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips:				
	CARE hosts congressional trips as an educational opportunity to see development work firsthand.				
	Since 2009, we have hosted thirty-one trips with members of Congress and their staff.				

15.	Briefly describe the editrips):	lucational activities pe	rformed by each spor	isor (other than spons	soring congressional		
	CARE US implements	CARE US implements development programming worldwide and works to promote visibility and provide					
	education on issues important to ending global poverty. This education includes hosting conferences,						
	trainings, briefings, community outreach and study tours on gender, food security and health.						
16.	Total Expenses for Each Participant:						
		Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses		
	☑ Good Faith	\$2,097.24 for international airfare	2 nights Maputo - \$220 1 night Ilha de	2 days in Maputo at \$110 per day	Interpreters - \$71 Security - \$714.29 Insurance - \$106		

Mozambique -

\$189

1 night Nampula -

\$189

TOTAL: \$818

3 days outside of

Maputo at \$114

per day

TOTAL: \$562

Visa - \$106

TOTAL: \$1,111

\$1,190.48 pp for

chartered flight

Vehicles \$1,000 pp

TOTAL \$4,287.72

State whether a) the trip involves an event that is arranged or organized without regard to congressional 17. participation or b) the trip involves an event that is arranged or organized specifically with regard to congressional participation: The trip was arranged specifically with regard to congressional participation. Reason for selecting the location of the event or trip 18. The U.S. government is an important development partner in Mozambique working to promote improved nutrition and livelihood outcomes for smallholder farmers and their families. Name and location of hotel or other lodging facility: 19. Polana Serena Hotel - Maputo, Mozambique; Feitoria Boutique Hotel - Ilha de Mozambique, Mozambique Grand Plaza Hotel - Nampula, Mozambique Reason(s) for selecting hotel or other lodging facility: 20. The hotels above offer western accommodations with ample security for the trip's activities.

estimate

Actual

Amounts

21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:			
	The U.S. Government per diem rate for lodging in Maputo is \$220/night and \$189/day outside of Maputo			
	The U.S. Government per diem rates for meals in Maputo is \$110/day and \$114/day outside of Maputo			
	Our lodging and meal expenses in Maputo and outside of Maputo are equal to or below USG per diem rates			
22.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:			
	The delegation will fly coach class to and from Mozambique and will fly on a chartered plane for travel in			
	Mozambique. The delegation will use ground transportation in-country. See addendum B for flight details.			
23.	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).			
24.	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:			
	No entertainment will be provided on this trip.			
25.	I hereby certify that the information contained berein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.): Signature of Travel Sponsor:			
	Name and Title: Eric Johnson, Secretary and General Counsel			
	Name of Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)			
	Address: 1899 L Street, NW, Suite 500, Washington, DC 20036			
	Telephone Number: 404-979-9410			
	Fax Number: 202-296-8695			
	E-mail Address: Eric.Johnson@care.org			

AGENDA: CARE Learning Tour to Mozambique, May 26 - June 1, 2019

Sunday, May 26	Travel Day
11:00am	Depart U.S. for Maputo, Mozambique (Ethiopian Airlines #501)
Monday, May 27	Travel Day – Maputo, Mozambique
1:25pm	Delegation arrives in Maputo, Mozambique
. 2:15-2:45pm	Transfer to hotel
2:45-6:00pm	Check-in/unpacking/downtime
6:00-6:30pm	<u>Welcome briefing</u> to provide an overview of trip and introduce CARE staff and delegates to one another
6:30-8:00pm	Scene-Setter Dinner Briefing with INGO experts from CARE, FAO and the International Potato Center to gain social, political and historical context for agriculture research and development, food and nutrition security, and development in Mozambique

Overnight: Hotel Polana – Maputo, Mozambique

Tuesday, may 28	maputo, mozambique

Breakfast on own

7:30am	Transfer to meeting
8:00-9:00am	Meeting with Minister of Agriculture (requested) to learn about the priorities of the Mozambican government in the agriculture sector and to promote food and nutrition security and learn how the government is partnering with the private sector and NGO community to support smallholder farmers
9:00-9:30am	Transfer to site visit 1
9:30-10:45am	Site Visit 1: Tour International Potato Center research and development lab to learn about efforts to develop better quality, drought-resistant sweetpotato seed varieties
10:45-11:15am	Transfer to lunch
11:15-12:45pm	<u>Lunch Briefing with U.S. Government</u> , which will include a discussion from panelists from USAID and the U.S. State Department, who will discuss USG investments and priorities for food and nutrition security in Mozambique
12:45-1:45pm	Transfer to site visit 2

1:45-3:45pm	<u>Site Visit 2: Visit Umbeluzzi Center and Farm Trials</u> to follow the research from the International Potato Center to demonstration plots, to understand how research, innovations, and improved inputs reach smallholder farmers
3:45-5:00pm	Transfer to hotel
5:00-6:15pm	Downtime/shower time
6:15-6:30pm	Transfer to reception
6:30-8:00pm	Reception with U.S. Ambassador, local government and NGO leaders to hear from a wide array of partners, implementers, and donors on the challenges and successes related to food and nutrition security and agriculture research and development in Mozambique

Overnight: Hotel Polana – Maputo, Mozambique

Wednesday, May 29

Nampula Province, Mozambique

	Nainpula Province, Mozambique
Breakfast on own	
8:00-9:00am	Transfer to airport
9:00-11:30am	Plane briefing on resiliency to climate shocks and change and their impact on the agricultural sector and food security in Mozambique Note: Transfer to Nampula. Lunch on charter plane
11:30-1:00pm	Transfer to site visit 1
1:00-2:30pm	Site Visit 1: Mozambique Improved Seeds for Better Agriculture (SEMEAR) project to visit a farmer field school and meet with women farmers who are testing the success and viability of different staple and cash crop varieties, including cow peas and sesame seed varieties
2:30-3:00pm	Transfer to site visit 2
3:00-4:30pm	<u>Site Visit 2: Viable Sweet Potato for Africa (VISTA) program</u> to meet with women smallholder farmers and participate in a cooking demonstration using local crops and staple foods to help address issues of chronic malnutrition in children and households in northern Mozambique
4:30-6:00pm	Transfer to Ilha de Mozambique
6:00-7:00pm	Downtime/Check-in time
7:00-8:30pm	<u>Debrief dinner</u> to debrief and reflect on the SEMEAR and VISTA projects seen during the day. Discussion will involve what struck the delegation most at each site related to development challenges and success in Mozambique. The group will also hear from CARE technical experts on the impact of climate shocks to

smallholder farmers, including Cyclones Kenneth and Idai, and receive an overview of CARE's response efforts in the Beira corridor to address the immediate needs of women, children and families, as well as address acute food insecurity in cyclone-affected areas

Overnight: Feitoria – Ilha de Mozambique, Mozambique

Thursday, May 30	Nampula Province, Mozambique
Breakfast on own	
9:00-10:30am	Tour of Ilha Mozambique Museum: to understand the political history of Mozambique and the importance of of Ilha as a major trading post for the Nampula province for centuries.
10:30-11:15am	Transfer to site visit 1
11:15-12:30pm	Site Visit 1: Visit Village Savings & Loan Association to learn about the income generating activities helping to support community members, particularly women producers, with supplemental income and support for their small businesses
12:30-1:30pm	Transfer to site visit 2 Lunch provided on vehicles
1:30-4:00pm	Site Visit 2: Tour Banana Grants Facility supported by USDA investments to learn about research efforts and management techniques being developed and adopted to contain the spread of the Panama disease and introduce disease resilient plant varieties
4:00-5:45pm	Transfer to hotel
5:45-7:00pm	Downtime/shower time
7:00-8:30pm	Closing Dinner to reflect on the trip and discuss the issues explored on the trip, including U.S. investments in food and nutrition security and agriculture research and development

Overnight: Grand Plaza Hotel – Nampula, Mozambique

Friday, May 31	Nampula Province – Travel Day, Mozambique
9:00-10:30am	Breakfast Roundtable with Aflotoxin researchers, farmers, and industry buyers to learn about the importance of connecting research, to producers, to other industry stakeholders to improve the agricultural supply chain and strengthen local and international markets
10:30-11:15am	Transfer to site visit 1

1'1:15-12:30pm	Tour Cashew Factory to explore how stallholder farmers are being linked larger markets through the cashew production and processing industry, and tour the factory to understand how raw cashew materials are processed and prepared for international export, and hear about how the Feed the Future INOVA program is empowering smallholder farmers to increase the both the quality and the yield of their cashews
12:30-1:15pm	Transfer to hotel
1:15-3:00pm	Final packing time
3:00-3:15pm	Transfer to airport
4:40pm	Delegation departs for home (Kenya Airlines flight #3)
Saturday, June 1	Travel Day
1:04pm	Delegation lands in DC (AA #4445)

Addendum A:

Names and titles of ALL Senate invitees and explanation of why the individual was invited.

Invited Senate Congressional Staffers

- Algene Sajery, Senior Adviser, Foreign Policy and National Security, Sen. Ben Cardin
- Sarah Schenning, Legislative Director, Sen. Chris Van Hollen
- Jessica Elledge, Senior Advisor, Foreign Policy, Sen. Chris Murphy
- Corey Tellez, Legislative Director, Sen. Dick Durbin
- Sarah Seitz, Legislative Director, Sen. James Lankford
- Naz Durakoglu, Senior Policy Advisor, Sen. Jeanne Shaheen
- Judd Gardner, Policy Advisor, Sen. Jerry Moran
- Mackensie Burt, Legislative Director, Sen. John Boozman
- Dan Auger, Legislative Director, Sen. John Hoeven
- Meris Petek, Policy Advisor, Sen. Joni Ernst
- Lauren Reamy, Legislative Director, Sen. Marco Rubio
- Ansley Rhyne, Legislative Assistant, Sen. Marco Rubio
- Erica Chabot, Legislative Director, Sen. Patrick Leahy
- Ryan Pettit, Senior Adviser, Sen. Patty Murray
- Dan Burgess, Legislative Director, Sen. Roy Blunt
- Darin Thacker, Legislative Director, Sen. Steve Daines
- Colleene Thomas, Senior Policy Adviser, Sen. Tammy Baldwin
- Katie Naessens, Professional Staff Member, Senate Agriculture Committee
- Joe Shultz, Staff Director, Senate Agriculture Committee
- Adam Yezerski, Professional Staff Member, Senate Appropriations Committee
- Chris Farrar, Legislative Assistant, Sen. John Boozman
- James Glueck, Staff Director, Senate Agriculture Committee
- Josh Klein, Senior Professional Staff Member, Senate Committee on Foreign Relations
- Anna Knight, Policy Analyst, Senate Committee on Foreign Relations

Addendum B:

Cities of Departure:

Sunday, May 26, 2019:

11:00am - Depart Washington, DC (ET # 501)

Monday, May 27, 2019:

7:15am - Arrive Addis Ababa, Ethiopia

8:55am - Depart Addis Ababa, Ethiopia (ET 819)

1:25pm – Arrive Maputo, Mozambique

Wednesday, May 29, 2019:

9:00am - Depart Maputo, Mozambique (charter flight)

11:30am – Land in Nampula, Mozambique

Friday, May 31, 2019:

4:40pm - Depart Nampula, Mozambique (KQ #756)

7:55pm - Arrive Nairobi, Kenya

10:55pm - Depart Nairobi, Kenya (KQ #2)

Saturday, June 1, 2019

6:55am – Arrive in New York

11:48am – Depart New York (AA #4455)

1:04pm - Arrive in Washington, DC